

OFFICE OF CENTRAL INSTITUTE FOR COTTON RESEARCH,
REGIONAL STATION, MARUTHAMALAI ROAD, COIMBATORE-641003

**INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS AND
EQUIPMENT UNDER NATIONAL SHOPPING PROCEDURES**

F.No.ST-II/1-4/09-10/NAIP VC/

dated: 15.3.10

Sub: Invitation of quotation for supply of Display Board

1. Sealed competitive quotations are invited by the undersigned for the following items of goods/equipment.

| Sl. No | Brief description of goods/equipment | Brief specifications | Quantity specifications | Delivery Period | Place of delivery |
|--------|--------------------------------------|--|-------------------------|---|---------------------------------------|
| 1. | Display Board | Size: 3 x 2 (door covered fabricated) | 35 Nos | With in 15-20 day's after confirmed order | CICR, RS, Coimbatore for NAIP project |

2. Government of India has received a Credit from World Bank in various currencies equivalent to US \$ 200 towards the cost of National Agricultural Innovation Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotation is issued.

3. Quoted Price:

- (a) The bidder shall quote for items in the format of quotation attached;
- (b) All duties, taxes and other levies payable by the bidder (other than Sales tax on the finished goods) shall be included in the item rate. Sales tax if any should be quoted separately.
- (c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to adjustment.
- (d) Rates or partial quantity of an item is not acceptable.
- (e) Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- (f) Telex or Facsimile quotations are not acceptable.

4. Each bidder must submit only one quotation.

5. Validity of quotations:

The quotation shall remain valid for a period not less than 45 days after the deadline fixed for submission of quotations.

6. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner.

- (a) The evaluation will be done excluding the sales tax. If the bidder has included the sales tax in his quotation for the item rate, it will be treated as though it is exclusive of the sales tax and no down loading of sales tax will be made;
- (b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-

responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

7. Award of contract:

- (a) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 6 (b) above.
- (b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of items indicated in para 2 above by 25% without any change in the unit price or any other terms and conditions.
- (c) The Purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
- (d) Normal commercial warranty/guarantee shall be applicable to the supplied goods;
- (e) Payment shall be made within 30 days after the delivery of the goods and their acceptance.
- (f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

8. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as “Quotations for the supply of **Display Board**” Due on **20.3.10** latest by **16.30** hours on **20.3.10** (date).

We look forward to receiving yours quotations and thank you for your interest in this project.

Yours Sincerely,

(Dr.N.Gopalakrishnan)
Project Coordinator (Cotton) & Head,
Telephone No: 0422-2430045
Fax No:0422-2454021

FORMAT OF QUOTATION

| Sl No | Brief description of goods / equipment | Brief Specification | Quantity | Unit | Unit Rate (Rs.) in Figures | Unit Rate (Rs.) in Words | Total Amount in Figures | Total Amount in Words |
|-------|--|---------------------|----------|------|----------------------------|--------------------------|-------------------------|-----------------------|
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Gross total Cost: Rs._____ (in figures)
Rs._____ (in words)

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. _____ (in figures) Rupees _____ (in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty/guarantee _____ of months shall apply to the offered goods.

(Bidder)

Name _____

Signature _____

Date _____